

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: AST Fuel and Fluid Transfer	Revised: 1/21/20
Purpose: Ensure safe and proper transfer of bulk fuel and fluid transfers to and from the Above Ground Storage Tanks (ASTs).	

Responsible Party/ies: -

- Fleet Maintenance Supervisor
- Contracted Parts Vendor Onsite Supervisor
- Tractor/OPE Shop Supervisor
- Streets and Traffic Maintenance Supervisor
- Facilities Mechanical Supervisor

Performance Frequency: At any time fuel and or fluid transfers are made to or from ASTs

Documentation:

- Product, Tank and Vendor Information List (attached)

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel that is required or expected to facilitate AST operations as it relates to their functional area (Tractor/OPE Shop, Fleet Garage, and Facilities) within their first 60 days of employment

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Definitions:

AST – Above-ground Storage Tank: All containers 55 gallons or larger that contain fuels, oils, lubricants and related products of animal, vegetable or mineral origin. Includes the diesel fuel AST used for emergency power generation.

SDS – Safety Data Sheet: A product-specific hazard communication document.

Procedures:

Tractor/OPE Shop Supervisor:

1. Fluid levels are checked for each tank as needed by the Tractor/OPE Shop Supervisor.
2. If fluid needs to be ordered, an order will be placed with the designated vendor to have tank(s) filled and will generally occur about twice a year.
 - a. Shop Supervisor or designee will ensure that when the delivery driver arrives, before a delivery may occur, conduct a brief visual inspection of the tanks, pipes, fittings and their containment areas to check for any problems and then remain present to oversee all deliveries.

3. If the waste oil AST needs to be pumped out, place an order with the designated vendor to have the tank emptied.
 - a. Shop Supervisor or designee will ensure that when the waste oil driver arrives, before pump out may occur, Shop personnel will conduct a brief visual inspection of the tanks, pipes, fittings and their containment areas to check for any problems and then remain present to oversee emptying of the tank.
4. Shop Supervisor or designee will receive a record of the service provided by vendor and this "receipt" is used to pay invoice for services.

Streets and Traffic Maintenance Supervisor:

1. Maintain SDS records for all AST products in inventory. ***(Most of these are in 55-gallon drums and small volumes are pumped out and used periodically as needed).***
2. Provide secondary containment and store with labels facing out.
3. Monitor product deliveries and returns.
4. Provide response supplies for any spills during product transfer.
5. Label all secondary containers, regardless of size, with applicable product name.

Facilities Maintenance Manager:

1. Generator ASTs fuel levels are monitored monthly during Generator Testing and information is logged on two checklists: Municipal Checklist and City Wide Checklist.
2. The checklists are kept on file in the Mechanical Supervisors Office and a copy is emailed to Environmental Management.
3. Fuel Level Logs and fuel service logs are kept in the following location:
L:\BUILDING_MAINTENANCE\MAINTENANCE\Emergency Generators
4. Fuel orders are placed when full levels are at about half full. Selection of vendor is through price comparisons and then order is place.
 - A technician from Facilities will ensure that when the delivery driver arrives and before a delivery may occur, conduct a brief visual inspection of the tank, pipes, fittings and their containment areas for any issues that would prevent the delivery from occurring. Technician will remain present to accept and oversee the delivery.
5. Technician will receive a record of the service provided by vendor and this "receipt" is used to pay invoice for services.

Fleet Maintenance Supervisor:

1. Check the fluid levels in each of the ASTs located in, and adjacent to, the Fleet Garage as needed.

2. If fluid needs to be ordered, place an order with the designated vendor to have tank(s) filled.
 - a. Ensure that when the delivery driver arrives, before a delivery may occur, conduct a brief visual inspection of the tanks, pipes, fittings and their containment areas to check for any problems and then remain present to oversee all deliveries.
3. If the waste oil AST needs to be pumped out, place an order with the designated vendor to have the tank emptied
 - a. Ensure that when the waste oil driver arrives, before pump out may occur, Shop personnel will conduct a brief visual inspection of the tanks, pipes, fittings and their containment areas to check for any problems and then remain present to oversee emptying of the tank.
4. Receive a record of the service provided and maintain on file in the Division's records.
5. Fuel Level Logs and fuel service logs are kept in the following location:
L:\Fleet\1MC\Fuel

Contracted Parts Vendor On-site Manager:

1. Check fluid levels in each of the bulk oil and hydraulic fluid tanks every week.
 - a. When the fluid in any of the subject tanks decreases to a half of its volume, notify the designated fluid vendor and place an order to fill the tank.
2. Before a delivery may occur, conduct a brief visual inspection of the tanks, pipes, fittings and their containment areas to check for any problems and then remain at the tanks to oversee all deliveries.
3. Receive an invoice and statement on the account. The account is paid with a credit card by the contracted parts vendor.
4. Notify Fleet Manager once fluid deliveries have been completed.

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgmt@roanokeva.gov.

Product, Tank and Location Information:

Outdoor Power Equipment Shop		
Product	Tank Location	Vendor
Hydraulic Oil (Hydrotrans)	OPE Satellite Accumulation Area	Hutchens Oil or Basham Oil
Hydraulic Oil (AW68)	OPE Satellite Accumulation Area	Hutchens Oil or Basham Oil
Motor Oil (15W40)	OPE Satellite Accumulation Area	Hutchens Oil or Basham Oil
Used Motor Oil	OPE Satellite Accumulation Area	

Streets and Traffic Storage Area		
Product	Tank Location	Vendor
Asphalt Remover	Storage Area Between Tractor and Sweeper Shop	Variable
Rust Preventive	Storage Area Between Tractor and Sweeper Shop	Variable

Diesel Fuel /Concrete Vault		
Product	Tank Location	Vendor
Diesel Fuel	Adjacent to Shipping Dock (Concrete vault)	Based on market price

Fleet Maintenance Garage		
Product	Tank Location	Vendor
Motor Oil (5W20)	Oil Change Bay	Hutchens Oil
Motor Oil (15W40)	Service Bay #2	Hutchens Oil
Hydraulic Oil (32W)	Service Bay #2	Hutchens Oil
Recycled Antifreeze (50/50 Mix)	Service Bay #12	APB Whiting Oil
Automatic Transmission Fluid (ATF)	Service Bay #12	APB Whiting Oil

VA811 / E911 Communications Center		
Product	Tank Location	Vendor
Diesel Fuel (2 Tanks- 2115 gallon capacity each)	Northwest Corner of Building in Generator Room	Based on market price